



## **Board of Trustees Meeting Agenda October 31, 2013**

### **MEETING MINUTES**

**The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 4:02 on the above date at 150 Washington Street in Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.**

**Board Members Present:** Mike Paruta, Cindy Scott, Annette Fonteneau, Nancy McMahon, Donna Policastro

**Excused:** Ruth Ricciarelli, Lynne Dunphy, Manuela Raposo, Keith Olivera, COO, Sue Crotty, CFO

**Staff Present:** Pamela McCue, CEO, Mike Abney, Business Manager

**Guests:** Matt Plain, Steve Nardelli

- 1. Meeting called to order at 4:02pm by Mike Paruta. A quorum was established.**
- 2. Presentation of Minutes of Open Session of September 26, 2013.**

On motion of Nancy McMahon and seconded by Cindy Scott, the present Board members unanimously voted to accept the minutes of September 26, 2013.

### **3. Administrative Reports**

- Pamela McCue gave the CEO Report (attached). In addition , the following information was provided:
- Fund Development: Ms. McCue reported that grant requests have been submitted to the Hortan Fund (\$5,000), the John Clark Fund (\$10,000), and Bristol County Savings Bank (\$20,000). Ms. McCue has also sent information to grant writer, Alicia Congdon, regarding Melinda Gates funding.
- Ms. McCue reported that the RIDE visit went very well and that the RINIMC is in full compliance.
- Mike Abney presented the Finance Report (attached).
  - Mr. Abney reported that a new reporting format is being used that includes a variance section and will also include projections.
  - Accounts Receivable- Mr. Abney reported that CRP Grant Reimbursement and Medicare reimbursement have not yet been received, they are typically delayed. In addition, RINIMC is awaiting Lifespan grant reimbursement of \$19,000.

On motion of Donna Policastro, seconded by Nancy McMahon, the present Board members unanimously voted to accept the Finance Report.

#### **4. Old Business**

- Board Policy Committee – Mr. Paruta reported that the Board Bylaws have been updated with a final draft to be submitted at the November meeting. Mr. Paruta also reported that the RINIMC Employee Manual has been updated and will be presented at the November meeting. The board will receive both documents well in advance of the next board meeting to allow for sufficient time to review.

#### **5. New Business**

- Discussion of Board Member Responsibility-Matt Plain, Barton and Gilman, LLP
  - Mr. Plain distributed and reviewed a document that included the duties and responsibilities of this governing body, as outlines by the Title XVI of the RI General Laws.
- Discussion of role of the League of Charter Schools -Steve Nardelli-Executive Director League of Charter Schools
  - Mr. Nardelli distributed and reviewed a document that described membership services; mostly focused on advocacy (currently working to change the housing equity fairness for Charter Schools).
  - Other services provided are: communication/PR/Outreach, event planning, school leadership, professional development, professional collaborations, start up support, joint purchase opportunities, and manage charter office
  - Mr. Nardelli reported that the League is working to develop a statewide busing system in coordination with all Charter Schools; they have initiated an RFP process.
  - Mr. Nardelli reported that the League is looking to partner with the RI Foundation to offer three professional development programs.
- Safety Committee Plan-Discussion/Vote

On motion of Donna Policastro, seconded by Annette Fonteneau, the present Board members unanimously voted to accept the Safety Plan as presented.

#### **6. Announcements for the good and welfare of the organization**

No announcements made

#### **7. Open public comment period-** no public comments.

#### **8. Adjournment of Executive Session**

On motion of Donna Policastro and seconded by Nancy McMahon, the present board members unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(a)(5) of the Rhode Island General Laws for the discussion or consideration related to the acquisition or lease of real property for public purposes.

Mike Paruta called the Open Session back to order at 5:30pm.

#### **Vote to Seal Minutes of Executive Session Pursuant to Sections of 42-46-5 of the Rhode Island General Laws.**

On motion of Nancy McMahon and seconded by Annette Fonteneau, the present Board members unanimously voted to keep confidential all matters discussed in the Executive Session and to seal those minutes.

## **9. Adjournment:**

On motion of Nancy McMahon, seconded by Cindy Scott; it was unanimously voted to adjourn at 5:36pm.